



# DEPARTMENT OF DEVELOPMENT SERVICES RECORDS OFFICE - RECORDS REQUEST FORM

The Department of Development Services requires authorization/permission from architects, contractors, and other design professionals who submit registered (stamped and sealed) plans/documents to the Department PRIOR to producing and releasing any copies of registered plans, calculations, reports, and other registered material.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Permit/Application No. (if available):** \_\_\_\_\_

**Address of Record Request:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

## PLEASE INDICATE TYPE OF RECORD(S) REQUESTED BELOW:

DOCUMENT TYPE	Fee	CHECK RECORD TYPE	CHARGE
8-½ x 11: Per page, first ten (10) pages	\$1.00/page		
Each additional page after 10 (same document)	\$0.50/page		
11 x 14	\$2.00/page		
D or E Size Plans	\$4.00/page		
Certification	\$2.00/page		
Research & Document Assembly (½ hour minimum; billed to next ½ hour)	\$40.00/hour		
CD - (Fee includes preparation time & up to ½ hour)	\$50.00/CD; plus 1.00/ea. doc.		
<b>TOTAL CHARGE</b>			

**Applicant Signature:** \_\_\_\_\_

I agree to pay the above charges.

500 South Grand Central Pky., 1<sup>st</sup> Floor, P.O. Box 553530, Las Vegas, NV 89155-3530  
(702) 455-3000 \* Fax: (702) 382-3566